

ADMINISTRATIVE - INTERNAL USE ONLY

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1 April 1987

**MEMORANDUM FOR:** Agency Office/Division Directors

**FROM:** William F. Donnelly  
Deputy Director for Administration

**SUBJECT:** Request for Your Thoughts on Reducing Bureaucracy

1. I know that there is nothing more frustrating than seeing one's day-to-day work impeded by bureaucratic hold-ups. As an Office Director, I had little tolerance for layers of bureaucracy and, in my current position, I would like to do something about it whenever possible.

2. I would like you to give this topic some thought and to send me a specific example of the most troublesome bureaucratic stumbling block you face and your best suggestion for solving it. I cannot promise to handle them all, but each one will receive serious consideration if it is something the Directorate of Administration can contribute toward solving. I want our support to you to be the finest and fastest possible within resources.

3. Please involve your key managers in this effort. Send your thoughts to:  EXA/DDA, 7D18 Headquarters.

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William F. Donnelly

**cc:** DDI  
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